

Lakeside Intermediate School

2855 Malvern Avenue

Hot Springs, Arkansas 71901

Phone: 501-262-2332

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District Web Page

LakesideSD.org

HANDBOOK REVIEW FORM

Please sign, date, and return this cover sheet to your child's teacher. It is your responsibility, as a parent/guardian, to review the handbook with your child.

I have received a copy of this handbook and have reviewed it with my child.

Signature of Parent/Guardian

Signature of Student

Date

State law (80-1629.6–80.1629.8) requires documentation on student and parent receipt of student discipline policies.

**** I have also read the Photo Release Policy on page 58 of the Handbook.**

_____ Permission **IS** granted to use photographs of my child on the school website.

_____ Permission **IS NOT** granted to use photographs of my child on the school website.

STUDENT'S SIGNATURE: _____

PARENT/GUARDIAN: _____

DATE: _____

LAKESIDE SCHOOL DISTRICT

2016-2017

August 15.....First day for students
September 5.....No school/Labor Day
October 18Parent/Teacher Conferences
October 20.....*Parent Teacher Conferences & Staff Development
October 21.....No school
November 23,24,25Thanksgiving Holiday
December 22-January 6Christmas Holiday
January 16**Staff Development
February 16*Parent/Teacher Conferences & Staff Development
February 17No School
March 20-24.....Spring Break
April 14No School
May 26Last Day of School
May 30,31, June 1,2,3***Snow Makeup Days

*October 18 is a student contact day.

October 20 and February 16 are Parent/Teacher Conferences & Staff Development Days

**Staff Development days are for teachers only.

***School will be in session if days are missed because of inclement weather.

LAKESIDE SCHOOL DISTRICT ADMINISTRATIVE STAFF

262-1880

Shawn Cook – Superintendent

Rick McLaughlin – Assistant Superintendent

Bruce Orr – Assistant Superintendent

Don Pierce – Athletic Director & Support Services

Courtney Eubanks – Special Services Administrator

HIGH SCHOOL

262-1530

Darin Landry – Principal

Anthony Brunet – Assistant Principal

Richie Arthur – Assistant Principal

Matt Thornton – Assistant Principal

Randy Hornbeck – Dean of Students & Transportation Director

MIDDLE SCHOOL

262-6244

Jamie Preston –Principal

Bambi Norman – Assistant Principal

INTERMEDIATE

262-2332

Sandy Hawkins –Principal

Nicki Landry – Assistant Principal

PRIMARY

262-1921

Julie Burroughs – Principal

Lee Scroggins – Assistant Principal

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Title VI, Section 601, Civil Rights Act of 1962; Title IX, Section 901, Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 assure that no person in the United States shall, on the basis of race, color, national origin, age, sex, or handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Any person having inquiries concerning Lakeside School District's compliance with Title VI (Race), Title IX (Sex), or Section 504 (Handicap) is directed to contact the coordinator.

Mr. Shawn Cook, Superintendent
Lakeside Schools
2871 Malvern Avenue
Hot Springs, Arkansas 71901

MESSAGE FROM THE PRINCIPALS

Welcome to Lakeside Intermediate. We are very excited about the 2014-15 school year. Our team of teachers and staff are here to provide a safe, happy environment to ensure each child will have the opportunity for a great education. We encourage everyone involved in our students' lives to become active and supportive in their education. Volunteers are always welcome to help our students and teachers.

At Lakeside, **CHILDREN ARE FIRST**.

Sandy Hawkins-- Principal

Nicki Landry – Assistant Principal

Lakeside Intermediate School, 2855 Malvern Avenue, Hot Springs, AR 71901

Website:

<http://lakesidesd.org>

DISTRICT MISSION STATEMENT

The Lakeside School District is committed to helping all students grow through learning by preparing for an ever-changing world and by providing a safe learning environment that will facilitate the total development of each person. This mission statement is based upon the following beliefs: All individuals have value and worth. All individuals have the capability to learn. All individuals should be provided the opportunity to become lifelong learners. All individuals should be accountable for their own learning. All individuals have the responsibility to facilitate learning for one another.

LAKESIDE SCHOOL DISTRICT “VISION FOR THE 21ST CENTURY” GOALS

It is the goal of the Lakeside School District to graduate students who:

- demonstrate a healthy self-esteem and skills for dealing with peer pressure.
- have developed an understanding and appreciation of the democratic process of government, a love of our country, and respect for law and order.

- have developed a desire for knowledge along with the ability to set goals and adapt to inevitable change.
- have completed a course of study consisting of, but not limited to, proficient academic skills.
- have a basic foundation of academic skills appropriate for their age levels and abilities through a curriculum of reading, writing, mathematics, and communication skills.
- demonstrate awareness and knowledge of environmental issues and their impact locally, regionally, and globally.
- have achieved an understanding and appreciation of the fine arts.
- have participated in a physical education and health curriculum that emphasized healthful living habits and their effects on the mind and body.
- are capable of succeeding in an information-based society by practicing respect and acceptance for one another, thereby, creating a safe learning environment.
- demonstrate acceptable social behavior.
- have information gathering skills and are able to express their ideas, both written and spoken, in a concise and articulate manner.
- through using cooperative learning skills, have developed analytical skills to be used throughout life for purposeful decision making.
- demonstrate a willingness to accept responsibility for their decisions and actions.

INTERMEDIATE SCHOOL’S MISSION STATEMENT

“MISSION POSSIBLE”

The mission of Lakeside Intermediate School is to provide each student a quality education in a positive, equitable, and encouraging learning environment. We will endeavor to create opportunities in which each student can develop and apply the necessary skills in reading, writing, mathematics, and technology to become a contributing member of the twenty-first century.

EQUAL EDUCATIONAL OPPORTUNITY

No student in the Lakeside School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District.

PARENT INVOLVEMENT POLICY

Lakeside School District values the critical role parents play in the education of our students. To foster and support parent involvement, Lakeside School District will communicate information on a timely basis, train and provide parent education, coordinate and encourage community outreach, review the effectiveness of our parent involvement activities on an ongoing basis, and identify and take steps to remove any barriers to greater parental involvement.

DUE PROCESS POLICY GUIDELINES

Lakeside Public Schools use a chain of authority for processing parental concerns. In order to alleviate a problem concerning grades or discipline of a student, the stated procedures shall be followed in the order below.

- 1 In problems concerning grades or the discipline of a student in which a teacher is involved, the principal shall arrange a conference between the parent and teacher concerned..
2. If the parent is not satisfied with the teacher's explanations, the parent may request to discuss the problem with the principal.
3. Parents who are not satisfied after the conference with the principal and others involved may request a conference with the superintendent in attendance.
4. Parents who are still not satisfied after the initial conference with the superintendent may appeal to the school board within five (5) working days of the conference.
5. Teachers are not required to talk either directly or by telephone to parents who are irate, abusive, threatening, or using foul language. The parents should be referred to the principal.

DISCIPLINE FOR STUDENTS WITH DISABILITIES

Students with disabilities will be disciplined according to the requirements of the Individuals with Disabilities Education Act (IDEA), Public Law (PL) 108-446, Section 504 of the Rehabilitation Act of 1973, and Section 11 of the Arkansas Department of Education Special Education and Related Services: Procedural Requirements and Program Standards, 2000.

The following procedures must be implemented in order to ensure that all children with disabilities, aged 5-21 and residing in the district, have the right to and availability of a Free Appropriate Public Education (FAPE), including children with disabilities who have been suspended or expelled from school (see Section 11.00 of the ADE regulations for specific FAPE requirements for students with disabilities who are suspended or expelled).

1. Make a determination that the student is eligible for services under IDEA or Section 504 of the Rehabilitation Act of 1973.
2. If a student is found to be a student with a disability, refer to Section 11 of the Arkansas Department of Education Special Education and Related Services: Procedural Requirements and Program Standard, 2000, for specific FAPE requirements for students with disabilities who are suspended or expelled.
3. Refer to the district's Disability Characteristics Guide and Discipline for Students with Disabilities – Decision Making Process.
- 4) If the student is currently taking medication, refer to the district's Medication Information Checklist.
- 5) Contact the Special Education Office for further assistance.

SUSPENSION

Act 159 of 2007

It is the parents' or legal guardians' responsibility to provide the school with current contact information which shall be used to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority.

- 1) A primary call number (the contact may be by voice, voice mail, or texting)
- 2) An email address
- 3) A regular first-class letter to the last known mailing address

SUSPENSION AND EXPULSION

Some choices that students make are more severe in nature and require that the student may bypass Action I, Action II, Action III, and progress immediately to Action IV. These choices have been indicated by the school board as improper behavior. Students who exhibit such or similar misconduct while on school property or attending school-sponsored activities may be subject to in-school suspension, detention, Saturday School, corporal punishment, suspension, and/or expulsion.

Examples Include:

1. Disruption of school activities or otherwise willfully disobeying or defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
2. The commission of an obscene act or the use of profanity or vulgarity.
3. Causing, attempting to cause, or threatening to cause physical injury to another person.
4. Unlawfully possessing, using, selling, or otherwise furnishing, or being under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
5. Possessing or using tobacco products.
6. Stealing or willfully or wantonly destroying, damaging, or defacing school property or the personal property of school personnel or students, whether on school property or off. (Restitution will be sought by the district on its behalf and on the behalf of those affected.)
7. Carrying or using weapons, dangerous instruments (ex: laser pointers), or any object that detracts from the instructional program. (Articles fitting this description will be confiscated immediately.)
8. Engaging in other incorrigible bad conduct in violation of the laws of the state or of the United States on school property, as well as off school property at school-sponsored activities.
9. The foregoing provisions are general in nature and do not represent a strict limitation on the authority of the school board to further identify specific examples of grounds for possible suspension and/or expulsion.

You will be notified by mail when your child is assigned to attend Saturday School. This detention will be from 8:00 a.m. to 12:00 noon. It is the parents' responsibility to provide

transportation for their child. Failure of a student to attend an assigned Saturday School without the permission of the principal will result in four (4) days of non-academic In-School Suspension.

Act 1281 of 1999 – A student may be removed from class if he/she is repeatedly interfering with the educational process or if he/she becomes disruptive. Appropriate action will then be taken by the principal or his/her designee, depending on the severity of the situation.

CORPORAL PUNISHMENT

Lakeside Intermediate does not administer Corporal Punishment.

ANTI-BULLYING

Act 907

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops. A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

Definitions:

Attribute means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

Electronic act means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment. Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose.

Harassment means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and Substantial disruption means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Examples of "Bullying" may include but are not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, and ethnicity or actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying,
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles or conduct.

Students are encouraged to report behavior they consider to be bullying; including a single action which if allowed continuing would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

4.32—SEARCH, SEIZURE, AND INTERROGATIONS

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable and individualized suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community.¹ School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness; however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs.

A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a “72-hour hold ” without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal’s designee shall make a good faith effort to contact the student’s parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis on student enrollment forms. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student’s parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state’s social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

ELECTRONIC COMMUNICATION DEVICES

Possession by a student of any electronic communication device in a school building during regular school hours is prohibited. These devices may be in a student’s possession and used by a student after the normal school hours, and at extracurricular activities on the school campus. Students in violation of the above stated policy will be subject to disciplinary measures (Reference: Arkansas Code Annotated 6-18-502).

TOBACCO FREE SCHOOL

Lakeside School District, in the best interest of the health and safety of students, employees, and the general public, declares all its school properties to be tobacco-free 24 hours a day, 365 days per year. This policy is established to emphasize the hazards of tobacco use, as well as be in compliance with the state and federal laws (Act 1555 of 1999). Signs expressing the essence of the policy should be placed at conspicuous locations throughout the school (buildings and grounds).

“Tobacco” is defined to include any lit or unlit cigarette, cigar, pipe, or any other smoking product, as well as smokeless tobacco, dip, chew, and snuff, in any form. “Tobacco use” includes smoking or having in one’s possession a lighted cigarette, cigar, pipe, or any other object containing any substance giving off smoke, and chewing smokeless tobacco, dip, chew, or snuff, in any form.

Possession or use of tobacco products by students on district property, in district vehicles, and at school-sponsored functions is prohibited at all times. The use of tobacco products by all school employees on district property, in district vehicles, and at school-sponsored functions is prohibited at all times.

The use of tobacco products by all visitors to the school district is prohibited. This includes all functions sponsored by the school, athletic or otherwise, on school property. Anyone using tobacco products will be asked by the appropriate school official to refrain from smoking or tobacco use on district property. If the user refuses to comply, local law enforcement will be notified.

Advertising of tobacco products is prohibited in school buildings, on school property, at school functions, and in all school publications. Tobacco prevention education will be incorporated into the district’s K-12 comprehensive health curriculum so that students will be aware of the health and social consequences of use/nonuse of tobacco products. Teachers whose instructional assignments include tobacco use prevention education will be trained in order that students will be afforded the most effective delivery of the district’s classroom-based tobacco prevention education.

Selling or distributing tobacco or tobacco products:

1st Offense – 3 days Out of School Suspension

2nd Offense – 5 days Out of School Suspension

3rd Offense – Recommendation for expulsion for remainder of semester

Act 1099 is an amendment and prohibits the use of tobacco or tobacco products (including e-cigarettes) on property owned or leased by a public school district including school buses. The act states that a copy of this statute should be posted in a conspicuous location at every entrance to each building owned or leased by a public school district and every school bus used to transport public school students. Violating this law could lead to a penalty of between \$10 and \$100.

DRUG AND ALCOHOL POLICY

Any student found guilty of using, possessing, or being under the influence of drugs and/or liquor or other alcoholic beverages will be suspended from school attendance for a minimum period of ten (10) days or more for the first offense. Also, the student will not be permitted to participate in any and all school-sponsored events as either a spectator or participant during the days of suspension. A second offense may result in expulsion for the remainder of the current school semester.

This policy will be in effect on the campus during the regular school day, as well as at all school-sponsored events. Appropriate law enforcement agencies may be notified of the use of, possession of, or the selling of drugs or alcohol on the campus or at school-sponsored events.

4.22—WEAPONS AND DANGEROUS INSTRUMENTS

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are exempted.

A weapon is defined as any firearm,; knife,; razor,; ice pick,; dirk,; box cutter,; numchucks,; pepper spray, mace, or other noxious spray,; explosive,; Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or any other instrument or substance capable of causing bodily harm. For the purposes of this policy, "firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If, a student discovers prior to any questioning or search by any school personnel that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, in his/her vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The superintendent shall have the discretion to modify such expulsion recommendation for a student

on a case-by-case basis.1 Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property.2 Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

The district shall report any student who brings a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

GANGS

Gangs or similar groups, whether organized in the community or in other settings, are prohibited on school grounds or at any school-sponsored activity. Any gang-related activity or pretense of it, as identified by school officials, will result in a minimum of suspension to a maximum consequence of expulsion for the first offense. The second offense will result in an immediate expulsion for the remainder of the school year. Gang-related activities might include, but are not limited to, such activities as wearing gang apparel, “throwing signs” or other gestures or language (either written or expressed) associated with gangs, intimidation, or threats, etc.

COMMUNICATING A FALSE ALARM

Act 567 of 2001

Communicating a false alarm is illegal and can be considered a Class A misdemeanor to a Class D felony. Such an offense may result in suspension.

COMMUNICATING A DEATH THREAT

Act 1046 of 2001

It is unlawful to communicate a death threat concerning a school employee or a student and can be considered a Class D felony. Such an offense may result in suspension.

USING PROFANE LANGUAGE TOWARD A PUBLIC SCHOOL EMPLOYEE

Act 1565 of 2001

It is unlawful for students or parents to use profane, violent, vulgar, abusive, or insulting language toward any public school employee during the course of his or her duties. Such behavior can be considered a misdemeanor and can carry a fine of not less than \$100 or more than \$1,500.

POLICY ON STUDENTS PRESENTING A DANGER

When a student has been involved in activities that give rise to a reasonable belief that the student presents a danger to other persons on campus, the student may be suspended indefinitely until such time as the danger ceases to exist. It does not matter that the events giving rise to the belief in the student's dangerousness may have occurred off school property. This policy may also be invoked without regard to whether the student has been charged or convicted of any offense in the courts. When it appears that a suspension under this section will last 10 days or more, the suspension is reviewable by the Lakeside School Board.

GENERAL AND PLAYGROUND RULES

Lakeside Intermediate students are expected to conduct themselves in the proper way at all times. Our school is our home away from home, and we want to always protect it and keep it very clean. Please follow these basic rules in order to establish an environment that is conducive to learning.

1. Receive permission from the teacher or principal before you leave the school.
2. Do not play in restrooms.
3. Walk in the building at all times.
4. Knives are NOT allowed at school.
5. Do not mark on or write on any wall.
6. Do not bring gum to school.
7. Do not cell phones or similar electronic communication devices in the school buildings during regular school hours.
8. Do not play tackle football or contact sports.
9. Do not engage in wrestling, gymnastics, karate, kick-boxing, or fighting.
10. Do not use name calling, put-downs, rude gestures, or threatening language.

11. Do not strike another student.
12. Do not throw rocks or chips.
13. Stay within the boundaries of the playground.
14. Receive permission from the duty teacher before you leave the playground.
15. Do not use leather or hardcover hard balls.
16. Stay off the roofs and walk covers. (A custodian will go on the roof once a week to recover balls.)
17. Stay on your own playground.
18. Use extreme caution when playing near the building. (We have a great deal of glass in our building.)
19. Do not bring toys to school. (This includes electronic toys, Gameboys, Skip-Its, stuffed animals, yo-yo's, water guns or toy guns of any kind, etc. Balls and jump ropes are permitted.)
20. Do not bring trading, collector cards, or inappropriate literature to school.
21. Do not use or possess explosives, fireworks, or any flammable substance at school.
22. No "heely" type skate shoes are allowed.

The final decision on discipline matters rests with the building administrator and his/her designee.

SEVERE OFFENSES

	Maximum	Minimum
1. Fighting	Expulsion	/Warning
2. Rock Throwing	Expulsion	/Warning
3. Stealing	Expulsion	/Warning
4. Possession of weapons	Expulsion	/Warning
5. Possession or use of tobacco/alcohol	Expulsion	/Warning
6. Disruptions/interference with learning	Expulsion	/ Warning
7. Vandalism	Expulsion	/ Warning
8. Insubordination	Expulsion	/Warning
9. Electronic Devices	Expulsion	/ Warning
10. Physical harm or threat of harm	Expulsion	/ Warning
11. Bullying	Expulsion	/Warning
12. Chewing gum	D-hall	/ Warning
13. Playing tackle football, wrestling gymnastics or roughhousing	D-hall	/ Warning
14. No leather or hardcover balls	D-hall	/ Warning
15. No toys at school	D-hall	/Warning

- | | |
|----------------------------------------------|---------------------------|
| 16. No leaving playground without permission | Expulsion/ Warning |
| 17. No trading or collector cards to school | D-hall/ Warning |
| 18. No inappropriate literature to school | Expulsion/Warning |
| 19. Possession of explosives/fireworks | Expulsion/Warning |
| 20. No “heely” type skate shoes are allowed | D-hall/ Warning |

Consequences

1. *Conference with principal*
2. *Miss recess*
3. *Parent is called for phone conference with student and principal*
4. *Nonacademic in School suspension (miss recess, eat lunch in dhall, miss enrichment)*
5. *in school suspension*
6. *Student is suspended for the rest of the day. Parent is called to come and pick up student. If parent refuses, student will be delivered to the home or to the parent at work.*
7. *The student or parent will pay for damages if necessary.*

HALL RULES

Traveling Position

1. Gift shop hands – hands behind back, in pockets, or at sides
2. Follow rules of the road – stay to the right
3. Single file
4. No talking

If a child breaks a hall rule, the staff member who sees the infraction will talk with the student. The staff member may also report the student and the infraction to the student’s classroom teacher or to the office.

GOOD MANNERS IN CAFETERIA

1. Use a quiet voice at all times.
2. Keep hands, feet, and all objects to yourself.
3. Stay in your place in line.
4. Walk at all times.
5. Stay seated until dismissed.
6. Receive permission from one of the cafeteria monitors before leaving your seat.
7. Wait until you are dismissed from your table before putting your tray away and/or before leaving the cafeteria.

Lunchroom monitors will take appropriate action for lunchroom discipline infractions.

BUS SAFETY RULES

Philosophy: We believe all students can behave and conduct themselves in a safe manner on a school bus. We cannot tolerate students who prevent drivers from doing their job and who endanger other students.

1. Students are to follow directions of the driver.
2. Students are to remain seated while the bus is in motion (Act 1744 of 2001).
3. Students are to keep all parts of the body in the bus.
4. Students are not to push, shove, fight, or throw objects at any time.
5. Students are not to eat, drink, smoke, spit, or use vulgar language or rude gestures at any time.
6. Students are not to cause a severe disruption at any time.

IF A STUDENT CHOOSES TO BREAK A RULE, the driver will do the following:

1. Verbally warn the student.
2. Assign the student a seat.
3. Contact the student's parents.

If the student's behavior does not improve with the above actions, the driver will report the student to the principal. The principal will conference with the driver and/or student and then take appropriate action.

If the student's behavior does not improve within a reasonable period of time, the driver will report the student to the principal once more. This may result in suspension from the bus. Continued misbehavior may result in a long-term suspension (minimum of five (5) days).

SEVERE DISRUPTION

The following inappropriate behavior could result in suspension of transportation privileges without going through the previous steps:

- a. Physical harm to another student.
- b. Physical harm or threat of harm to driver.
- c. Failure to give a correct name.
- d. Property damage.
- e. Refusal to obey driver.
- f. Use or possession of tobacco products, alcohol, or drugs.
- g. Possession of weapons such as knives, firearms, etc.
- h. Total disruption.

NOTICE: When riding on a Lakeside School bus, students are subject to videotaping. The videotape will be used to help maintain discipline and student safety.

BUS ROUTES AND OPERATING POLICY

Bus routes and stops are planned and established by the administration and transportation personnel. Safety, economy, efficiency, and allocation of resources are some of the considerations that must be evaluated in determining bus operation policy

Parents who wish to make requests for changes in routes or stops should contact the school transportation director, Randy Hornbeck, at 262-6233. Students and parents are encouraged to notify Mr. Hornbeck of any safety hazards that they have observed during bus operations.

Act 247 of 2005: Entry of a school bus from anyone over 18 who enters the bus with criminal intent, disrupts the driver, or refuses to leave is a Class B misdemeanor.

STUDENT GOING HOME WITH ANYONE OTHER THAN A LEGAL GUARDIAN

A student will not ever be allowed to go home either by school bus or any other means with another student or person other than the child's parent or guardian unless we receive permission in writing from the child's guardian or parent, or we are able to receive parent permission over the telephone. This rule will be strictly enforced for the protection of the student. Likewise, students will not be allowed to walk off campus

CAR RIDER SAFETY PROCEDURE

Morning

Students cross only when directed by the person on duty. Children exit their car and wait beside it for directions from the duty person. Cars move only when directed by duty person. The tardy bell rings at 8:00 a.m.

Afternoon

Parents, do not wait in the hallways for your child. Car riders will be picked up in front of the Intermediate Building. This is for the safety of your child. Students will cross to their car only if it is one of the first four vehicles in a lane and they have been directed to cross by the person on duty. The first four cars in each lane will then be directed out by duty personnel, lane by lane. This procedure will be repeated until all students have safely crossed to their cars and all cars have been directed out of the parking lot. **DO NOT CALL FOR YOUR CHILD TO CROSS TO YOUR CAR. STUDENTS WILL BE PERMITTED TO CROSS ONLY WHEN DIRECTED. NO STUDENTS OR ADULTS ARE PERMITTED TO PASS THROUGH LOADING BUSES TO GET TO THEIR CAR.** Parents and students must follow the directions of the duty personnel.

All car riders must be picked up by 3:15 p.m.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

It is mandatory that all students maintain an up-to-date address and telephone number on record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year. Phone us at 262-2332.

SPECIAL ACTIVITIES

Track and field day and field trips are group activities. Students should stay with the group until the activity is completed. Parental release forms are required for participation on field trips. A fee could possibly be charged.

SCHOOL SPONSORED ACTIVITY BEHAVIOR

Students of the Lakeside School District will conduct themselves in an appropriate manner at all school sponsored events. Guidelines of behavior are defined in the Arkansas Activities Association (AAA) handbook under sportsmanship, www.ahsaa.org and the Lakeside High School student Handbook. Students who do not follow the guidelines will be subject to disciplinary measures. The minimum discipline action is warning/conference with student to the maximum of suspension from all school sponsored activities for the remainder of the school year.

ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the student's understanding of each concept in the order that it is presented. Persistent absenteeism interrupts this sequence of learning and creates a genuine hardship for a student and is regarded as a very serious problem.

Please read carefully and adhere to the attendance regulations that follow.

All children who are age five (5) through twenty one (21) are required to be in school that school year with the exception of five year old children for whom kindergarten has been waived by the parent, guardian, or person having custody or charge; students who have received a high school diploma or its equivalent; or students who are enrolled in a postsecondary vocational-technical institution, a community college, or a two year or four year institution of higher education.

For 2015-2016 - school year, a child must be 5 on or before August 1 of the upcoming school year.

BE MINDFUL OF THESE REGULATIONS WHEN CONSIDERING CHECKING YOUR CHILD OUT OF SCHOOL. IMPORTANT: A STUDENT'S ARRIVAL AT SCHOOL AFTER 10:00 A.M. OR DEPARTURE BEFORE 2:00 P.M. WILL BE COUNTED AS A 1/2-DAY ABSENCE.

ATTENDANCE REGULATIONS

Authority:

- a. Act 473 of 1989, enacted by the General Assembly of the State of Arkansas and amended by the Third Extraordinary Session of 1989 (Act 70).
- b. Act 292 of 1991.

c. Act 876 of 1991.

d. Act 6-18-201

Philosophy:

It is very important that students' parents or guardians understand that school attendance is necessary for appropriate educational objectives to be met by the student. We want to encourage our students to be in school each and every day. We feel that absences above ten are detrimental to the student's ability to receive the best education possible. We believe strongly that a student's failure to be in class will adversely affect a student's academic grade. We urge students to attend school daily unless they have an illness, accident, or other unavoidable reason that can be documented. Otherwise, the student will suffer the consequences of poor attendance.

General:

Arkansas law states that the board of directors of each school district shall adopt a student attendance policy which shall include a specified number of excessive absences.

Act 70 of the Third Extraordinary Session of the Arkansas State Legislature (Section 8. Emergency) reads:

"It is hereby found and determined by the General Assembly that parental involvement is a necessary part of a student's education. The General Assembly feels very strongly that a student's parents, guardians or persons *in loco parentis* should be informed of excessive student absences and should bear certain responsibilities regarding their student's absences. Therefore, an emergency is hereby declared to exist and this act being necessary for the preservation of the public peace, health, and safety shall be in full force and effect from and after its passage and approval.

ATTENDANCE POLICY ABSENCES

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will **not** be accepted.

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such

absences is of a chronic or recurring nature, is medically documented, and approved by the principal.

2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with 6 unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has 6 unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified⁵. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 12 unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee. Students who attend in-school suspension shall not be counted absent for those days.

Days missed due to out-of-school suspension or expulsion shall be unexcused absences. The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the statute.

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record

SCHOOL CHOICE

The Lakeside School District shall participate in the Arkansas School Choice Act (Act 1272 of 2003, Act 552 of 2007). Lakeside Public Schools will consider all applications for School Choice postmarked no later than July 1, proceeding the fall semester the applicant would begin school in the district. The district shall notify the parent or guardian and the student's resident district in writing, of the decision to accept or reject the application within (30) days of its receipt of the application. Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the district's school. Any student admitted to this district who chooses to return to his/her resident district during the school year voids the transfer and must reapply for a school choice admission if desiring to return to this district in the future. Transportation for an approved school choice student will not be provided by Lakeside School District according to Arkansas State Law. It is the responsibility of the parent or guardian to transport the student to and from school.

REQUIREMENTS FOR ENROLLMENT

1. **SOCIAL SECURITY CARD:** Lakeside School District shall request the parent, guardian, or other responsible person to furnish the child's social security number and shall inform the parent, guardian, or other responsible person that, as an alternative, he/she may request that the school district assign the child a nine-digit number designated by the Department of Education.
2. **A DOCUMENT INDICATING THE CHILD'S AGE:** Prior to a child's admission to Lakeside School District, the parent, guardian, or responsible person shall provide the school district with one of the following documents indicating the child's age: (1) A birth certificate; (2) A statement by the local registrar or a county recorder certifying the child's date of birth; (3) An attested baptismal certificate; (4) A passport; (5) An affidavit of the date and place of birth by the child's parent or guardian; (6) Previous school records; or (7) A United States military identification.
3. **PROOF OF RESIDENCY IN THE LAKESIDE SCHOOL DISTRICT:** This can be a utility bill, rent receipt, copy of real estate transaction, OR a notarized statement. In order to be eligible to attend Lakeside School, students must live within the Lakeside School District or obtain written release from the school district where they reside.

4. ARKANSAS SCHOOL OF CHOICE ACT: The Lakeside School District shall participate in the Arkansas School of Choice Act (Act 609 of 1989). Students participating in School Choice can obtain information from the Lakeside Administration Office. Parents are required to provide documentation of Arkansas School Choice upon enrollment.
5. COMPLETE AND UP-TO-DATE SHOT RECORD: Prior to a child's admission to Lakeside School District, the parent, guardian, or responsible person shall provide the school district with a complete and up-to-date shot record. (See HEALTH, pages 30-33 for details.)
6. The Lakeside School District shall not accept any students who were expelled from another school district. Prior to a child's admission to Lakeside School District, the parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
7. A student who enrolls after the first day of school must have a valid reason for late registration. The absences will be included in the twelve (12) absences (See ATTENDANCE page)

ENTRANCE REQUIREMENTS

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS or in policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District.

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home-schooled students shall be evaluated by the District to determine their appropriate grade placement.

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.¹

Prior to the child's admission to a District school:²

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian;
 - f. United States military identification; or
 - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.³
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health.⁴ To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

A student enrolled in the District who has an immunization exemption may be removed from school during an outbreak of the disease for which the student is not vaccinated at the discretion of the Arkansas Department of Health. The student may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

Note: ¹ The US Supreme Court has held that public schools may not use immigration status as a criterion for admitting and educating students.

Uniformed Services Member's Children

For the purposes of this policy,

"active duty"⁵ members of the uniformed services" includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;

"uniformed services"⁵ means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services;

"veteran" means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.

This policy applies to children of: active duty members of the uniformed services; members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

An eligible child as defined in this policy shall:

1. be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;

5. be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

HOME SCHOOLING

Parents or legal guardians desiring to provide a home school for their children must give written notice to the Superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to home school. Notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or
3. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive unexcused absences) and at the beginning of each school year thereafter.

BELL SCHEDULE

MORNING

7:55 a.m. - First Bell

8:00 a.m. - Tardy bell

AFTERNOON

3:00 p.m. - Car riders are dismissed

3:15 p.m. - Bus riders and teachers' children are dismissed

PLEDGE OF ALLEGIANCE

Act 1333 of 2003

The Pledge of Allegiance shall be recited during the first class period of each school day. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting at their desks. Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt

those students choosing to recite the Pledge. Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

PERIOD OF SILENCE

PERIOD OF SILENCE (ACT 576 OF 2013)

Act 576 requires a public school in this state shall observe a one (1) minute period of silence at the beginning of school each day.

EARLY ARRIVAL – LATE PICKUP

Lakeside School cannot assume the responsibility for students who arrive at school prior to 7:15 a.m. or who are left at school after 3:30 p.m.

Students who are car riders and who are not picked up by 3:15 p.m. will be waiting in the office.

*If you are going to be late picking up your child, you must call the office.

Afternoon Tardy Policy - School is over at 3:00 pm every day. All students need to be picked up by 3:45 every day. The following guidelines will be used for unexcused afternoon tardies.

3rd unexcused afternoon tardy: note home to parent

4th unexcused afternoon tardy: telephone call to parent

5th unexcused afternoon tardy: conference with teacher, counselor, or principal

6th unexcused afternoon tardy: referral to school assistance team/file FINS with court system

PHONE MESSAGES FOR STUDENTS AND TEACHERS

Lakeside Intermediate strives to provide uninterrupted time for all students and teachers. Should you need to get a message to your child or his/her teacher, call the Intermediate office. A written notice of the message will be placed on the message board. Teachers will return calls at non-instructional times. **PLEASE MAKE ARRANGEMENTS WITH YOUR STUDENT BEFORE HE OR SHE ARRIVES AT SCHOOL AS TO HOW THEY WILL BE GETTING HOME.**

LOST AND FOUND

Articles found in and around school should be turned in to the main office. Coats, hats and gloves should be placed in the "lost" box. Owners may claim their property by identifying it. Unclaimed items will periodically be taken to local charities.

DRESS CODE

In order to enhance high standards in Lakeside School District, we must encourage neatness, cleanliness, and decency in personal dress and appearance of all students and staff. In view of this, all will be expected to be dressed and groomed so as to present a respectable image in keeping with good taste. Any clothing that is inappropriate in an educational setting, presents a safety concern, or causes a disruption to the educational process will be prohibited. The specifics on appropriateness of different types of clothing will be determined by each building level principal or designee for his/her building and will be reflected in each building's handbook. The following should be kept in mind regarding appropriate school attire in Lakeside Intermediate School:

1. Clothing, buttons, pins, etc., with messages concerning alcohol, tobacco, drugs, sex, obscenities, words with double messages, or vulgar language are prohibited.
2. Shorts, skirts, skorts, and dress lengths should be appropriate for a school setting and should not cause a disruption in the educational process. No high heels.
3. Backless tops or tops showing the bare midriff are not permitted. Sleeveless tops and dresses may be acceptable if they do not violate the following: No undergarments may be visible.
4. Sunglasses, hats, other head cover such as scarves, bandanas, and head wraps are prohibited within the building.
5. See-through clothing is prohibited.
6. Shorts or pants worn below the normal waist position will not be permitted.
7. Any clothing which is deemed to be inappropriate in a school setting is prohibited.

*The final decision on dress code matters rests with the building administrator or his/her designee. Students in violation of the dress code may not be permitted to attend class until the clothing is changed. Failure to comply with the dress code of Lakeside Intermediate School could result in further disciplinary action.

SCHOOLWORK

Teacher-assigned student schoolwork is an extremely important part of our instructional program. Students need to practice the skills they learn each day in order to master these skills and then move on to learn and master other skills. Students who do their schoolwork on a consistent basis learn more, make better grades, feel better about them, and achieve more than those students who do not do their schoolwork. Our teachers structure time during each day for students to do their schoolwork. Therefore, most of the schoolwork we assign in our classrooms can be done within the school day. Schoolwork that students do not complete here at school is taken home to be done as homework.

When students fail to complete assignments, students will receive consequences according to our procedures for each grade level. These procedures will be sent home to each parent at the beginning of the school year.

4TH GRADE SCHOOLWORK POLICY

Time is given in class to work on assignments. If an assignment is not finished in class, it becomes homework. All assignments are to be turned in on time to receive full credit. If your

child is consistently bringing home an excessive amount of homework, he or she may not be working during class time or may not be using class time wisely. Please contact your child's teacher immediately if this occurs.

Consequences for missing assignments are as follows:

1st missing assignment: No recess until the work is completed and note to parent.

2nd missing assignment: No recess until the work is completed and note to parent.

3rd missing assignment: Miss entire recess and note to parent.

4th missing assignment and each subsequent missing assignment: D-Hall and phone call to parent from child's teacher.

4 D-Halls for missing assignments: Students will attend morning homework help from 7:30-8:00. Students who do not attend will receive non-academic ISS.

Consequences will start over every nine weeks.

3RD GRADE SCHOOLWORK POLICY

Time is given in class to work on assignments. If an assignment is not finished in class, it becomes homework. All assignments completed and turned in on time will receive full credit. If a child is consistently bringing home an excessive amount of homework, he/she may not be using class time wisely, and parents should contact their child's teacher.

Consequences for missing assignments are:

1st missing assignment: No recess until the work is completed and note to parent.

2nd missing assignment: No recess until the work is completed and note to parent.

3rd missing assignment: No recess until the work is completed and note to parent.

4th missing assignment and each subsequent missing assignment: D-Hall and phone call to parent from teacher.

5 D-Halls for missing assignments: Saturday School, phone call, and letter to parent from principal.

Consequences will start over every nine weeks.

2ND GRADE WORK/HOMEWORK POLICY

The students will complete unfinished or missing assignments during recess inside the classroom or D-Hall room. Students will be allowed to go to recess upon completion of the assignment. Consistent incomplete or missing work will be discussed with the parent.

HOMEWORK

It is important that good study habits be developed early in a student's school life to ensure his/her ability to cope with the demands after leaving school. Any homework assigned will be related to the school's goals of education and specific objectives of the class. Homework should not be busy work but should further the student's understanding of skills and concepts involved

in the class. Homework can be a factor in determining the grade the student receives in the subject or class.

Homework is an important part of our instructional program. Homework should be independent practice for the student of a skill or concept that he/she has received instruction in from the teacher and is able to practice independently at a satisfactory level. It is difficult to set a specific time limit on homework for each night because all students work at a different pace. However, no student should have more than an hour's homework on any evening unless the student is working on a special project, i.e., science fair project. Parents should check their child's homework for completion.

Parents should not do their child's homework for him/her.

Parents are responsible for looking over all papers brought home and signing promptly those requiring signatures.

If a child has more than an hour's worth of homework for several evenings, the parent should contact the child's teacher. If a child is working below his/her capability and is consistently not bringing work or textbooks home, the parent should contact the child's teacher. Teachers will contact parents either by note or telephone if a child is consistently not bringing completed homework to school.

Students are allowed to make up work missed due to absences when they return to school. Each student will be allowed the same number of days to make up work as the number of days he/she was absent.

PARENTS REMEMBER: To request HOMEWORK ASSIGNMENTS, you need to phone before 9:30 a.m. and pick up assignments in the office after 3:00 p.m. Please make arrangements to pick up assignments in our office. Requests for homework may not be honored during times when large numbers of students are absent, such as the flu season.

MAKE-UP WORK

Students who miss school due to an excused absence shall be allowed to make up the work they missed during their absence under the following rules.

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up. Students shall have one class day to make up their work for each class day they are absent.

GRADING SYSTEM

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that are aligned with other educational objectives such as the student learning expectations contained in the

curriculum frameworks may also be given. Grades may be checked throughout the year on our school website. Parents can log-on using the log-in name and password provided by the school. Report cards are prepared at the end of each nine-week period. Report cards are to be signed and returned to school.

A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 59 & below

Report cards will be held in the office at the end of the year until all dues and fines are paid.

STATE TESTING

(State ACT Aspire)

As per state law, students in grades 3-8 must take the mandated exams in math and literacy. Additionally, Act 35 of 2005 requires that beginning in the 2005-06 school year, students identified as not passing these exams must participate in an academic improvement plan. These plans must be signed by the parent.

Act 35 of 2004: Beginning with the 2005-06 school year, any student scoring below the "proficient" level on the "math" and/or "literacy" sections of the previous spring state exam will be required to participate in a mandatory school remediation program. This program will be set up to remediate each student in the specific areas that he\she tested deficient. This will not be a tutoring program for academic classes.

PROMOTION/RETENTION

According to Act 35, any student failing to achieve at the proficient level on state-mandated tests shall be evaluated by school personnel and have an Academic Improvement Plan (AIP) developed to assist the student in achieving the expected standard. Students who need but fail to participate in the AIP shall be retained.

It is the responsibility of the student to apply consistent and sustained effort toward learning experiences that are assigned. Promotions from grade to grade should be based on the attainment of the academic standards for that grade level and a consideration of the best interests of the student concerned. Should a student be recommended for retention, the parent/guardian shall be informed of progress throughout the review process and shall be provided a conference prior to the final decision being made. Academic achievement, emotional and social maturity, and other factors will be carefully considered.

Any student who receives an "F" for the year in two or more core subjects (English, math, science, and social studies) will be retained for the next school year. However, these classes must be approved by the principal. **The final decision on retention or promotion shall be made by the building principal.**

PARENT-TEACHER CONFERENCES

School-wide parent-teacher conferences are held twice a year, once during the fall and again in the spring. Conferences can also be arranged at other times. Parents are asked to call the office to arrange a conference time with the teacher. They should not drop in to see the teacher for a conference when classes are in session as this deprives the rest of the class of instructional time. If at any time, parents have any questions or problems, we encourage parents to contact the office. There will be someone in the office from 7:15 a.m. to 3:45 p.m. each school day.

PROCEDURE CONCERNING CHALLENGED MATERIAL

If an individual challenges any instructional material and the objection cannot be resolved verbally between the parties involved at the time the objection is registered, the following procedures shall be followed:

1. The person receiving the verbal objection shall be responsible for notifying the building principal.
2. If the objection cannot be resolved verbally by the principal, if he/she elects to pursue the objection further and a request for review shall be completed by the complainant.
3. Upon presentation of the completed form, a committee will be formed by the Superintendent. The committee will consist of one teacher, media center director, one PTO parent, building principal, one board member, and the Assistant Superintendent for Curriculum and Instruction.
4. Within two weeks, the committee will review the questioned material. The findings will be submitted to the Superintendent for a final decision.
5. The building principal will be notified of the decision regarding the future status of material.
6. After the decision, the report will be filed with the Superintendent and building principal. One copy will be sent to the complainant.

PROGRESS REPORTS

Parents will receive reports on their student's academic progress from the classroom teacher during each 9-week grading period. Those reports are in addition to the 9-week report card. Progress reports are sent home at 4 ½ weeks of each grading period. Teachers require progress reports to be signed and returned. If at any time you would like to check on the progress your child is making, please contact the classroom teacher through our school office at 262-2332.

HONOR ROLL

Honor roll students will be recognized at the end of each grading period. The honor roll is not just an academic honor roll but recognition of outstanding achievement in the child's total classroom performance. To be eligible for the honor roll, a student must make all A's or B's in each semester, as well as an "A" or "B" in conduct. Students who have all A's for the grading period will be recognized separately.

4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS-OF 2017

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a Smart Core Waiver Form to not participate. While Smart Core is the default option, both a Smart Core Informed Consent Form and a Smart Core Waiver Form will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records. This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum providing they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of “eligible child” in Policy 4.2—ENROLLMENT.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

SMART CORE: Sixteen (16) units

English: four (4) units – 9th, 10th, 11th, and 12th

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

- 1) Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
- 2) Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;

*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the graduation requirement, but only serve as one unit each toward fulfilling the Smart Core requirement.

- 3) Algebra II; and
- 4) The fourth unit may be either:
 - A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or

- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Natural Science: a total of three (3) units with lab experience chosen from

One unit of Biology; and either:

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half ($\frac{1}{2}$) unit
- World History - one unit
- American History - one unit

Physical Education: one-half ($\frac{1}{2}$) unit

Note: While one-half ($\frac{1}{2}$) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half ($\frac{1}{2}$) unit

Economics – one half ($\frac{1}{2}$) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half (1/2) unit

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

CORE: Sixteen (16) units

English: four (4) units – 9, 10, 11, and 12

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE may be substituted for a math credit beyond Algebra I and Geometry

*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

- at least one (1) unit of biology or its equivalent; and

Two units chosen from the following three categories:

- Physical Science;

- Chemistry;
- Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit

Physical Education: one-half (1/2) unit

Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit

Economics – one half (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half (1/2) unit

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 AND THEREAFTER

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a Smart Core Waiver Form to not participate. While Smart Core is the default option, both a Smart Core Informed Consent Form and a Smart Core Waiver

Form will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent record. This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum providing they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:⁴

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of “eligible child” in Policy 4.2—ENROLLMENT.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 24 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Digital Learning Courses

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format.⁷ In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

SMART CORE: Sixteen (16) units

English: four (4) units – 9th, 10th, 11th, and 12th

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

- 1) Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
- 2) Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;

*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the graduation requirement, but only serve as one unit each toward fulfilling the Smart Core requirement.

3) Algebra II; and

4) The fourth unit may be either:

- A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Natural Science: a total of three (3) units with lab experience chosen from

One unit of Biology; and either:

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or
- One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half ($\frac{1}{2}$) unit
- World History - one unit
- American History - one unit

Physical Education: one-half ($\frac{1}{2}$) unit

Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit

Economics – one half (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half (1/2) unit

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

CORE: Sixteen (16) units

English: four (4) units – 9, 10, 11, and 12

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)

- One unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE may be substituted for a math credit beyond Algebra I and Geometry

*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

- at least one (1) unit of biology or its equivalent; and

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit

Physical Education: one-half (1/2) unit

Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half (1/2) unit

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

4.56—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS

Definitions:

“Academic Courses” are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State licensure in the course or is otherwise qualified under Arkansas statute, and has a course content guide which has been approved by the Arkansas Department of Education (ADE). Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by ADE. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

“Extracurricular activities” are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

“Field Trips” are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

“Intrascholastic Activities” means athletic or non-athletic/academic activities where students compete on a school vs. school basis.

“Intrascholastic Activities” means athletic or non-athletic/academic activities where students compete with students from within the same school.

“Supplemental Improvement Program (SIP)” is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association (AAA) Handbook.

Extracurricular Eligibility

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments accepted). Additionally, a student’s participation in, and the District’s operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

Any student who refuses to sit for a State assessment or attempts to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following state mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The superintendant or designee may wave this paragraph's provisions when the student’s failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

A student who enrolls in the district and meets the definition of “eligible child” in Policy 4.2— ENROLLMENT shall be eligible to try out for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

Interscholastic Activities

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

ACADEMIC REQUIREMENTS: Junior High

A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by ADE’s Standards for Accreditation of Arkansas Public Schools.

The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by ADE’s Standards for Accreditation of Arkansas Public Schools.

The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed (4) academic courses the previous semester which count toward his/her high school graduation requirements.

Ninth-grade students must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate the fall semester of their tenth-grade year.

ACADEMIC REQUIREMENTS: Senior High

In order to remain eligible for competitive interscholastic activity, a student must have passed (4) academic courses the previous semester and either:

1. Have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester; or
2. If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA the student must be enrolled and successfully participating in an SIP to maintain their competitive interscholastic extracurricular eligibility.

STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM

In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their individual education program (IEP).

ARKANSAS ACTIVITIES ASSOCIATION

In addition to the foregoing rules, the district shall abide by the rules and regulations of AAA governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in AAA governed extracurricular activities who are enrolled in school. As a matter of District policy, no student may participate in a AAA governed extracurricular activity unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.

Intrascholastic Activities

AAA Governed Activities

Students participating in intrascholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable intrascholastic activity. The District will abide by the AAA Handbook for such activities to ensure District students are not disqualified from participating in interscholastic activities.

Non-AAA Governed Activities

Unless made ineligible by District policies, all students shall be eligible to participate in non-AAA governed intrascholastic extracurricular activities. Intrascholastic activities designed for a particular grade(s) or course(s) shall require the student to be enrolled in the grade(s) or course(s).

CONCURRENT CREDIT

Act 1097 of 1991 Credit for College Courses allows that a public school student who is enrolled in a public school in Arkansas and has successfully completed the eighth grade, shall be eligible to enroll in a publicly supported community college or four-year college or university in accordance with rules and regulations adopted by each institution in consultation with the State Board of Higher Education.

A student who enrolls in and successfully completes a course or courses offered by an institution of higher education shall be entitled to receive appropriate academic credit in both the institution of higher education and the public school in which such student is enrolled, which credit shall be applicable to graduation requirements.

VISITORS

School administrators are expected to make every effort to ensure classroom interruptions are kept to a minimum. Use of the intercom should be limited to necessary announcements. Visitors are always welcome at our school and should report to the school office prior to entering any classroom. It is essential that visitations do not interrupt the educational process at Lakeside Schools.

Lakeside Intermediate cannot permit students to bring little brothers, sisters, or other guests to visit during school hours. We ask the parents' cooperation in this matter in order to prevent disruption of the regular classroom routine. No exceptions will be made to this rule.

Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subjected to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply. The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave school property when requested to do so.

****ALL VISITORS, INCLUDING PARENTS, MUST REPORT TO THE OFFICE TO RECEIVE A VISITOR'S BADGE BEFORE GOING TO A CLASSROOM.**

CONTACT WITH STUDENTS WHILE AT SCHOOL

CONTACT BY PARENTS

Parents wishing to speak to their children during the school day shall register first with the office.

To provide a safe environment, students are only permitted to eat lunch with parents or emergency contacts listed on the emergency form.

CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply. Unless prior arrangements have been made with the school's principal, Arkansas law provides that the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation.

CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR BY COURT ORDER

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

SPECIAL SERVICES

Special services are available to our students. The following areas are available:

Resource Room – Academic assistance, learning disabilities.

Chapter I – Reading and Math assistance. Speech Therapy – Speech problems.

Vision, Hearing, and Scoliosis Screening – Provided by the school nurse.

Counselor – Provides academic counseling works in conjunction with state/local agencies and is the 504 designee for the Intermediate building.

Gifted and Talented – Classes are available to eligible students.

Homebound – Special service is available for students who must experience a lengthy absence from school. The administrator and/or counselor may make arrangements upon request.

Reading Assistance Program – Classes are available to eligible students.

Alternative Learning Environment – Classes are available to eligible students.

If you have any questions about any of these areas, please contact the school office.

CO-CURRICULAR ACTIVITIES

The Lakeside School District Board of Education sanctions co-curricular activities that have traditionally been part of the overall school program such as athletics, band, social activities, student clubs, school plays, etc., with the understanding that such activities will be properly supervised and operated in accordance with school policies and regulations.

Such activities are designed to provide an opportunity for each student to develop qualities of leadership in as many areas as possible, to have an opportunity to participate in as many varied activities according to the student's own particular needs or interests, to participate in activities not normally available, and to foster better understanding in student-teacher relationships.

Any co-curricular activity that occurs at Lakeside Intermediate School will not occur during the five and one-half hour instructional time. The principal and sponsor will choose those who participate.

ALERT NOW

Alert Now is a web-based rapid communication service that allows schools to contact thousands of parents. Alert Now keeps parents and staff informed on important and time sensitive information as well as being a critical component to the district crisis plan, ensuring accurate information is communicated immediately. This system will deliver messages to answering machines and will continue to dial unanswered calls.

SCHOOL LUNCHES

The Lakeside School District participates in the free and reduced price breakfast and lunch program. Early in the school year, information will be made available to the parents as to how a pupil may apply for this program. If application is made, parents are encouraged to fill out all

forms properly. One application per student for free or reduced prices, if approved, will entitle the student to both breakfast and lunch at the free or reduced price.

Breakfast will be served from 7:15 to 7:45 a.m. each morning. The 2016-2017 regular price for breakfast is \$1.70 for students and \$1.95 for adults. The reduced price for breakfast is 30 cents. The 2016-2017 regular price for student lunches will be \$2.30, which includes milk. Reduced price for student lunches is 40 cents, which includes milk. Adult lunches will be \$3.55. Parents wishing to eat lunch with their children in the cafeteria should send a note to the teacher to that effect. Upon arriving at school, guests should go to the office to purchase their lunch ticket.

We ask you to follow these procedures each week:

1. **SCHOOL MEALS MUST BE PAID FOR IN ADVANCE.**
 2. WE ENCOURAGE SENDING LUNCH MONEY ON MONDAYS.
 3. Use the Lakeside Intermediate School envelope to send lunch money. You may also pay online by using the link on the Lakeside web page or going to www.mypaymentsplus.com.
 4. Send the CORRECT AMOUNT of lunch money for either the entire week or for the entire month.
 5. Money for EXTRA MILK should not be sent in the envelope with lunch money. Students will pay for extra milk in the cafeteria when they go to lunch. Students may also purchase milk if they bring a lunch from home. The cost of milk is 50 cents per carton.
 6. Write the date and amount of lunch money (in the lunch money envelope) on the front of the envelope.
 7. Do NOT seal the envelope. Please use a paper clip to fasten it. We will use these same envelopes each week.
- * Please do not take any glass containers to the cafeteria.

INCLEMENT WEATHER

Rainy days – Plan with your child how he/she is to get home on rainy days. This will reduce the number of phone calls in the office on such days. When school is dismissed early or is not in session due to weather or other unforeseen circumstances, the announcement will be made on local radio stations, TV stations and an Alert Now Message will go out. (KBHS 1090, KQUS 97, KLAZ 106 and TV Channels 4 & 7) Please discuss with your child what to do if school is dismissed early.

LEAVING THE SCHOOL GROUNDS

No student shall be permitted to leave the school grounds without permission of the school office. If it is necessary to pick up your child during the school day, please go to the school office and sign out your child. Do not go to your child's classroom. Remember that your child

misses valuable instruction time whenever you check him/her out early. Please do not check out your child early unless absolutely necessary.

STUDENTS GOING HOME WITH ANYONE OTHER THAN THEIR LEGAL GUARDIAN

Students will not ever be allowed to go home either by school bus or any other means with another student or person other than the child's parent or guardian unless we receive permission in writing from the child's guardian or parent, or we are able to receive parent permission over the telephone. This rule will be strictly enforced for the protection of our students.

STUDENT TRIPS OR PERFORMANCES

All out-of-state trips must be recommended by the principal and approved by the superintendent and school board. No class or organization will be permitted to make a school-sponsored trip without the approval of the principal. Students who belong to groups or organizations and who are required to ride the school-furnished transportation to school-sponsored activities will be required to return by means of the same school-furnished transportation. Individual students who voluntarily ride school transportation also are included in this policy. The only exception to this policy will be as follows:

*The parent of the respective student can request in person at the away event to the sponsor, teacher, principal, or assistant principal that the student be permitted to return with his/her parent.

*A student will not be permitted to return with anyone other than his/her own parent or guardian.

DELIVERY OF FLOWERS AND GIFTS

Lakeside School Board policy (March 4, 1978) states as follows: "From this date forward, Lakeside School will not accept delivery of flowers to students" this also includes balloons.

INVITATIONS

Students will not be allowed to hand out invitations at school unless one is given to all students in the homeroom.

STUDENT HEALTH SERVICES

Immunizations for 2014-2015

The Arkansas State Board of Health has revised and clarified the immunization requirements under Ark. Code Ann. §§ 20-7-109, 6-18-702, 6-60-501-504, and 20-78-206 the updated requirements for entrance into K-12 are as follows:

- 4 doses of **DTP/DT/Td/DTaP/Tdap**, with 1 dose on or after the 4th birthday. **All Students K-12**
- 3 doses of **Polio** vaccine, with 1 dose on or after the 4th birthday. **All Students K-12**
- 2 doses of **MMR** (measles, mumps, rubella), with 1st dose on or after 1st birthday. **All Students K-12**
- 3 doses of **Hepatitis B** vaccine. **All Students K-12**
- 2 doses of **Varicella** with 1st dose on or after 1st birthday. (Physician documentation only for history of disease will be accepted). **All Students K-12**
- Kindergarten and 1st grade students will be required to have 1 dose of **Hepatitis A**. **Kindergarten and 1st Grade**
- All students 11 years and older by September 1st of each year will be required to have a **Tdap** vaccination. **Any student age 11 and over**
- All 7th graders will be required to have one dose of **MCV4** (Meningococcal) vaccine with a second dose administered at age 16. If not vaccinated prior to age 16 years, 1 dose is required for all students who are age 16 on or before September 1st of each year.

A student that is non-compliant with the above immunizations will be excluded from school according to Arkansas State Law.

All parents who have reason for refusal of vaccination of their child/children must complete an annual application from the Arkansas Department of Health and provide the school with a copy of approval.

Applications may be requested by calling the Arkansas Health Department Vaccine Exemption office at (501) 661-2169. **ANY EXEMPTIONS MUST BE PRESENTED TO THE SCHOOL NURSE/SCHOOL OFFICE PRIOR TO THE FIRST DAY OF SCHOOL EACH NEW SCHOOL YEAR.** Students who have not received vaccines and do not have the approved exemptions will be excluded from school according to the Arkansas State Law.

Illness/Communicable Disease/Accidents

Students who become ill at school will be assessed by the school nurse and determined if they need to

go home. Students will be sent home if have a fever greater than 100 (F) degrees or having episodes of vomiting and diarrhea. Students should remain out of school until fever is below 100 for 24 hours and /or has had no vomiting or diarrhea for 24 hours. Pink eye and other infections will require the student to be on antibiotics for 24 hours prior to return to school. If the student is diagnosed with a contagious illness a note or phone call from the physician must be provided stating that the student is free of contagious illness and may return to school. Parent cooperation in this matter is appreciated as we have both legal and moral responsibility to protect the health of all students. For all serious illness parents will be notified immediately. If the illness is of

such nature to require immediate medical care when the parent or guardian cannot be reached the school officials will act *in loco parentis* to provide for the emergency medical needs of the student.

If a child is found to have live human host parasites such as head lice at school, the parent will be contacted by the school nurse. The parent will be given information concerning the eradication and control of the human host parasite. Students will be readmitted to class after assessment by the school nurse who will determine that the student no longer has live human host parasites that are transmittable in the school environment. The school nurse may conduct screenings for students for human host parasites as needed. The screenings will be conducted in a manner that respects the privacy and confidentiality of each student.

In all serious school accidents parents will be notified immediately. If the accident is of such nature to require immediate medical care when the parent or guardian cannot be reached the school officials will act *in loco parentis* to provide for the emergency medical needs of the student. Please be sure all numbers on the school emergency forms are up to date.

Screenings

The school nurse and other health volunteers will conduct screenings required by state laws. Screenings include vision and hearing for PK, K, 1st, 2nd, 4th, 6th and 8th. Height and weight (BMI)

Screening includes the previous mentioned grades and also 10th grade. Scoliosis screening is conducted for 6th and 8th grade girls and 8th grade boys. The purpose of the exams is to detect defects in hearing, vision or other elements of health that would adversely affect the student's ability to achieve to his/her full potential.

Students with Special Health Care Needs

Parents or guardians of a child with specific health care needs should contact the school nurse so that their needs are met at school. The school nurse will develop a healthcare plan for the student and assist the parent and educational team in providing medical care so that the student will have the opportunity to achieve his/her full potential.

DISTRIBUTION OF LITERATURE AND SCHOOL NEWSPAPER AND UNOFFICIAL PUBLICATIONS

Students are entitled to express, in writing, their personal opinions. The time, place and the manner of the student distribution of handwritten, duplicated, or printed material on school

premises must be with the prior consent of the principal and may not interfere with or disrupt the educational process. Written expressions which are distributed must be signed by the authors. Students who edit, publish, or distribute handwritten, printed, or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publications. Libelous and obscene matter and person attacks are prohibited in all publications. All commercial solicitation on school property must have the prior approval of the principal.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Act gives certain rights to parents regarding their child's education records. These rights transfer to the student or former student who has reached the age of 18.

1. A school must allow parents or eligible students to inspect and review all of the student's education records maintained by the school.
2. Parents and eligible students may request that a school correct records believed to be inaccurate or misleading.
3. Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record

STUDENT WELFARE

The board directs the school district to be in full compliance by the district with the child abuse and neglect reporting laws. Any school official or employee who knows or has reasonable cause to suspect that a child has been subject to abuse, sexual abuse, or neglect, or observes the child being subjected to conditions or circumstances that would result in abuse or neglect, will immediately report or cause a report to be made to the building principal or his designee, who will then become responsible for making a report to the Department of Social and Rehabilitative Services. It will not be the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused.

HOMELESS STUDENTS

The Lakeside School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for homeless children and youth whose responsibilities shall include coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy.

Notwithstanding Policy 4.1, homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there

is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. It is the responsibility of the District's local educational liaison for homeless children and youth to carry out the dispute resolution process.

To the extent feasible, the District shall do one of the following according to what is in the best interests of a homeless child.-- (For the purposes of this policy "school of origin" means the school the child attended when permanently housed or the school in which the child was last enrolled.)

1. continue educating the child who becomes homeless between academic years or during an academic year in their school of origin for the duration of their homelessness;
2. continue educating the child in his/her school of origin who becomes permanently housed during an academic year for the remainder of the academic year; or
3. enroll the homeless child in the school appropriate for the attendance zone where the child lives.

If the District elects to enroll a homeless child in a school other than their school of origin and such action is against the wishes of the child's parent or guardian, the District shall provide the parent or guardian with a written explanation of their reason for so doing which shall include a statement of the parent/guardian's right to appeal.

In any instance where the child is unaccompanied by a parent or guardian, the District's local educational liaison for homeless children and youth shall assist the child in determining his/her place of enrollment. The Liaison shall provide the child with a notice of his/her right to appeal the enrollment decision.

The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the Liaison), to and from the child's school of origin.*

For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular, and adequate nighttime residence and

(a) are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(b) have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

(c) are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and includes

(d) are migratory children who are living in circumstances described in clauses (a) through (c).

Legal References: 42 U.S.C. § 11431 et seq.**

42 U.S.C. § 11431 (2)

42 U.S.C. § 11432(g)(1)(H)(I)

42 U.S.C. § 11432 (g)(1)(J)(i), (ii), (iii), (iii)(I), (iii)(II)

42 U.S.C. § 11432 (g)(3)(A), (A)(i), (A)(i)(I), (A)(i)(II), (A)(ii)

42 U.S.C. § 11432 (g)(3)(B)(i), (ii), (iii)

42 U.S.C. § 11432 (g)(3)(C)(i), (ii), (iii)

42 U.S.C. § 11432 (g)(3)(E)(i), (ii), (iii)

42 U.S.C. § 11432 (g)(3)(G)

42 U.S.C. § 11432 (g)(4) (A), (B), (C), (D), (E)

42 U.S.C. § 11434a

Date Adopted:

Last Revised:

***Note:** The District’s liability for transportation is further spelled out in the McKinney – Vento Homeless Education Assistance Improvements Act of 2001 at **42 U.S.C. §11432 (g)(1)(J)(iii), (iii)(I), (iii)(II)**.

This act is included as part of the NCLB Act. It appears to specifically obligate the district to provide transportation to the “school of origin,” but does not specify the degree of obligation if the child chooses to attend the school of his/her new attendance zone.

****42 U.S.C. §11431 et seq.** as it is included in the NCLB Act of 2001 is Title X, Part C, Subtitle B, Sections 721 through 726. If you prefer to locate the legal references through the NCLB Act, change the 42 U.S.C. §11431 to 721, 42 U.S.C. §11432 to 722, etc. with the numbers and letters that follow those references remaining the same.

TARDIES/EARLY CHECKOUTS

The intent of the tardy policy is to insure that students are in the classroom so the teachers can begin teaching without undue delay or interruption for the entire school day. Therefore, a student shall be considered tardy if he/she is not in his/her classroom by 7:55 a.m. or is checked out of school after 2:00 p.m. All students must be checked in and out through the office. To have a tardy or early checkout excused, the student/parent must present a notice from the doctor or dentist to office personnel.

PARTIES

There will be a maximum of 4 parties a year with scheduling at the school's discretion. Due to Health Regulations Act 1220-2003- Birthday/Party snacks – No snacks, cupcakes, cakes, ice-cream, etc. can be provided for individual student birthdays. These items are permitted for school parties or other scheduled events by the school. **For the safety of our children, no balloons, water guns, or noise makers will be given out at school. Should you have any questions regarding appropriate party favors, please contact your child's teacher. All refreshments should be store bought. Contact your child's teacher concerning any food allergies within the class.**

SCHOOL INSURANCE

School insurance is available to all students. A packet will be given to each student on the first day of classes. Purchase of insurance is optional. The Lakeside School District has absolutely no affiliation with the insurance company and does not receive any financial return from any policy that may be issued. The Lakeside School District assumes no obligation with regard to payment of claims, but is always ready to assist parents with special problems.

SURVEYS OR QUESTIONNAIRES Act 1100 of 2003

Parental authorization is required for surveys or questionnaires administered to Lakeside Intermediate School students.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully.

Please be sure the student's name, grade, and school name are written on the book label in case the book is misplaced. You will be required to pay full replacement price for lost or damaged books.

SCHOOL PICTURES

The school sponsors pictures during the school year. Individual and group pictures are made of all students. The only obligation the parents have is either to return the proof or purchase the pictures. Any inquiries should be addressed to the photographer directly. Any checks written as payment for pictures should be made to the photographer.

SELLING

The selling of any product or service is prohibited in the Intermediate School or on the school buses without consent of the building principal. Arkansas Act 980 of 1993 prohibits solicitation of donations or attempts to sell any items or service on or within ten feet of a highway if there is not a sidewalk along the highway. If there is a sidewalk within ten feet of the highway, no sales or donations can be solicited on or between the highway and the sidewalk. Violation of this Act is a Class C misdemeanor. The Arkansas Department of Education interprets this law to apply to schools and school districts and cautions school personnel to avoid these areas when setting up sales and solicitations, even within city limits. Arkansas Act 525 of 1993 prohibits students in elementary school from selling fundraising items door-to-door without being directly supervised by an adult. Lakeside Intermediate School strongly urges all parents to closely accompany their children in all fund raising activities. All fund raising activities will be strictly voluntary.

VIDEO/ SURVEILLANCE CAMERAS

To maintain discipline and protect the safety, security, and welfare of students, staff, and visitors, while at the same time safeguarding the use of district facilities, vehicles, and equipment, the Lakeside School Board authorizes the use of video/audio surveillance cameras. These cameras will be used to monitor student behavior in school buildings, on school grounds, and in school vehicles. The principal, or designee, will review tapes routinely and document student misconduct. Action will be taken in accordance to the student discipline policy. Video recordings shall be considered student education records and any release or viewing of such records shall be in accordance with current law. Parents wishing to view the video may do so by contacting the assistant principal, or designee. The building retains video recordings for a maximum of two (2) weeks before copying over with new recordings.

SEXUAL HARASSMENT GENERAL

It shall be the policy of the Lakeside School board to ensure that all students enrolled in the schools of the district are free from discrimination on the basis of sex to include sexual harassment. Students or employees determined to be guilty of the sexual harassment of a student shall be subject to disciplinary action to include dismissal, if appropriate. The nature and severity of the offense will determine the disciplinary action taken. This will range between the minimum of a warning to the maximum of recommendation for expulsion/dismissal. Some acts may be so severe in nature that expulsion/dismissal may be recommended on the student's/employee's first offence. Students will report sexual harassment offenses to either their counselor or their building principal.

SEXUAL HARASSMENT DEFINED

In regard to the above policy statement, sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment exists when one of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of student enrollment, attendance, achievement, participation, behavior, grading, awards, or any other school-related activity.
2. Submission to or rejection of such conduct by a student is used as a basis for any decision in regard to any aspect of the school program affecting the student.
3. Such conduct has the purpose or effect of unreasonably interfering with any aspect of the school program or creating an intimidating, hostile, or offensive school environment.

EMERGENCY RESPONSE PROCEDURES

- A. Unless otherwise directed by a staff member, all students and staff members should remain in the classroom currently occupied when an emergency occurs.
- B. Any student or staff finding it necessary to flee the scene or building should exit with hands raised above the head. Under standard police procedures, officers may ask students or staff to lie down on the ground until they can be searched.
- C. Students or staff being evacuated from or directed out of a building should not attempt to go to any location other than the pre-designated area unless directed by a person in authority.
- D. A student should never attempt to assist or intervene in a crisis situation unless specific assistance is requested.
- E. Should evacuation of all or part of the school complex become necessary, students are to move quickly and quietly, leaving personal items to be obtained later.
- F. If a student or staff member is a witness to an actual act of violence, he or she should make this known to someone in authority. According to police procedure, the witness may be separated from the others to preserve the integrity of his or her statement.
- G. Parents, when coming to school to pick up your child in an emergency response situation, you should be aware that the district may be under a mandated lockdown. If so, your child may or may not be released immediately to you. Please see administration/staff upon arrival for the appropriate check-out procedures as every child must be accounted for.

LIBRARY MEDIA CENTER

Your child will have access to a variety of information through the Library Media Center during the school year.

Students learn how to use the various resources available from the Media Center, including the use of technology for educational purposes, and are introduced to books for pleasure, information, and reading practice. Students have access to the Media Center daily with a pass from their classroom and during Library enrichment classes. In our ever-changing world, it is increasingly important for students to develop the skills needed to locate, evaluate, and utilize information. By the time your child graduates from high school, he/she may need to answer questions that do not exist today. Developing information skills will prepare your child to be a lifelong learner.

Students are responsible for returning books on time to the Library Media Center. Books are checked out to students for two weeks.

It is the policy of the school district that the student is responsible for books he/she has lost or damaged. The student must pay the replacement cost of any lost or damaged book.

It is also the student's responsibility to select materials from the Media Center in keeping with his/her family's expectations. Please counsel your child concerning his/her book selection.

STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT

Some computer workstations are for teacher use only, and others are designated for student use in the classrooms, labs, and libraries. Improper or vulgar language on any system will not be tolerated. Passwords are to be regarded as private property and must not be shared with anyone, nor written down anywhere. Lakeside School District intends to abide by the copyright laws of the USA. Only software authorized by the administration may be installed on any Lakeside computer or fileserver. Modifications of any file not in your personal directory without authorization, tampering with/or erasure of any file not your own, or introduction of any viruses is strictly prohibited. Unauthorized software will be removed. No school hardware, software, or cables may be removed from the school building without written permission of the principal. No one may attempt to service any computer without authorization of the network supervisor or principal. The Lakeside Public School District recognizes the need to effectively use computer technology to further enhance educational goals. However, protection and security of the various information networks and computer systems are necessary. Users are also expected to learn and to follow normal standards of polite conduct and responsible behavior in their use of computer resources.

Because messages are not entirely secure, electronic mail and telecommunications are not to be utilized by users to share confidential information about individuals because messages are not entirely secure. Network administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.

The Lakeside Public School District is providing access to computer networks and the Internet for educational purposes only. If users have any doubt about the educational value of any activity, they should consult a faculty member. It is the responsibility of each user to use the network and Internet access appropriately and to stay away from offensive or harmful sites. Any inappropriate site accessed from a district computer should be reported immediately to the supervising teacher.

The Lakeside Public School District, by itself or in combination with the Internet access provider, will utilize active restriction methods to filter software or other technologies to prevent students from accessing visuals that are (1) obscene, (2) pornographic, or (3) harmful to minors. The district will also monitor students through direct observation and/or other means, to ensure that students are not accessing inappropriate materials. The term "harmful to minors" is defined by the Communications Act of 1934 (47 US Code Section 254 [h][7]) as meaning any picture, image, graphic, or other visual that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

I. USE OF COMPUTER HARDWARE

1. Computer hardware is like any other school property and shall be treated accordingly.
2. Only authorized individuals will install, service, and/or maintain district owned computer hardware.
3. No district serviced hardware, including cables or peripherals, may be moved without authorization from technology staff.
4. Users should not turn on or off any computer hardware without direct instruction from the supervising teacher.
5. It is the responsibility of the users to keep the computer clean and away from smoke, dust, magnets, food, liquid, and any other foreign material known to be harmful to the hardware or functionality of the system.
6. It is the responsibility of the users to report malfunctions of the hardware to the supervising teacher.

II. USE OF COMPUTER SOFTWARE

1. Only software that is legally owned and/or authorized by the district may be installed on district computer hardware.

2. The unlawful copying of any copyrighted software and/or its use on district hardware is prohibited.
3. Modification or erasure of software without authorization is prohibited.
4. The introduction of any viral agent is prohibited. Every diskette should be checked for a virus each time it is put into the computer system.
5. Any individual who introduces a virus into the district system or violates the copyright laws shall be subject to appropriate district discipline policies and to the penalty provisions of the computer/network use policy.
6. The technology coordinator and/or technology staff have the right to remove any software from district owned equipment where the user cannot provide original copies of the software and/or appropriate license for the software.

III. THE FOLLOWING BEHAVIORS ARE NOT PERMITTED ON DISTRICT WORKSTATIONS, COMPUTERS, OR NETWORKS:

1. Sending of "chain letters" or "broadcast" messages to lists or to individuals.
2. Sharing confidential information about students or employees.
3. Sending, viewing, downloading, or displaying offensive materials or pictures.
4. Directly assisting a campaign for election of any person to any office.
5. Using obscene language, harassing, insulting, or attacking others.
6. Engaging in practices that threaten the network (e.g., loading files that may introduce a virus).
7. Violating copyright laws.
8. Using anyone's account other than your own.
9. Trespassing in others' folders, documents, or files.
10. Violating any regulations prescribed by the network provider.
11. Using district-connected technology to gain unauthorized access (hacking) into technology systems.
12. Using district-connected technology to perform any illegal activity.
13. Streaming of music or videos from the internet, including internet radio stations, during school hours.
14. Student use of teacher workstations at any time.

15. Loading of instant messaging programs on school computers, as well as any other e-mail program not authorized by Lakeside School District.

16. Using chat rooms, bulletin board messaging, or MUD's.

IV. CONSEQUENCES

Any action (including theft, tampering, or damage) that results in the computer network being "down" will be dealt with accordingly. The consequences are threefold, including monetary restitution to repair or replace, disciplinary action, and consideration of appropriate legal action.

The punishment for an infraction of the "Student Technology Use Agreement" could fall anywhere between the minimum/maximum range listed below, depending on the number of infractions involved and/or the severity of the infraction.

1. Loss of all computer privileges for up to two (2) weeks.
2. ISS/placement on probation for the remainder of the semester and loss of computer privileges and Internet access unless under direct supervision of a teacher in the classroom or in district computer labs.
3. ISS, up to three (3) days/loss of all computer privileges on any Lakeside School District computer
4. OSS, up to three (3) days
5. Recommendation for expulsion for the remainder of the semester.

The technology director, technology coordinator, or faculty/staff will report inappropriate behaviors to the user's principal who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations, or complaints observed by other users will be routed to the supervising faculty/staff for appropriate action. Violations may result in a loss of access and/or disciplinary action. When applicable, law enforcement agencies may become involved. Each user will be given copies of this policy and procedures each year. By signing the handbook, you are agreeing to abide by the foregoing policy, rules, and regulations.

PHOTO RELEASE

The Lakeside School District occasionally will showcase student work, projects, or activities students are involved in. Student photos may be displayed in hallways,

in the any type of media (i.e. newspapers, magazines, television) and/or on our website.

The following points will be addressed before any student photograph is posted.

- The full name, address, phone number, or email address of a student will never be provided.
- Photographs of large groups of students may be posted without parental permission as long as individual students are not singled out or identified in any way. (i.e. school assembly, sporting activity, class or club activity)

Please complete and return the Handbook Review form found on page 2 of your student handbook.

Home School Signature Section

Home School Students Only

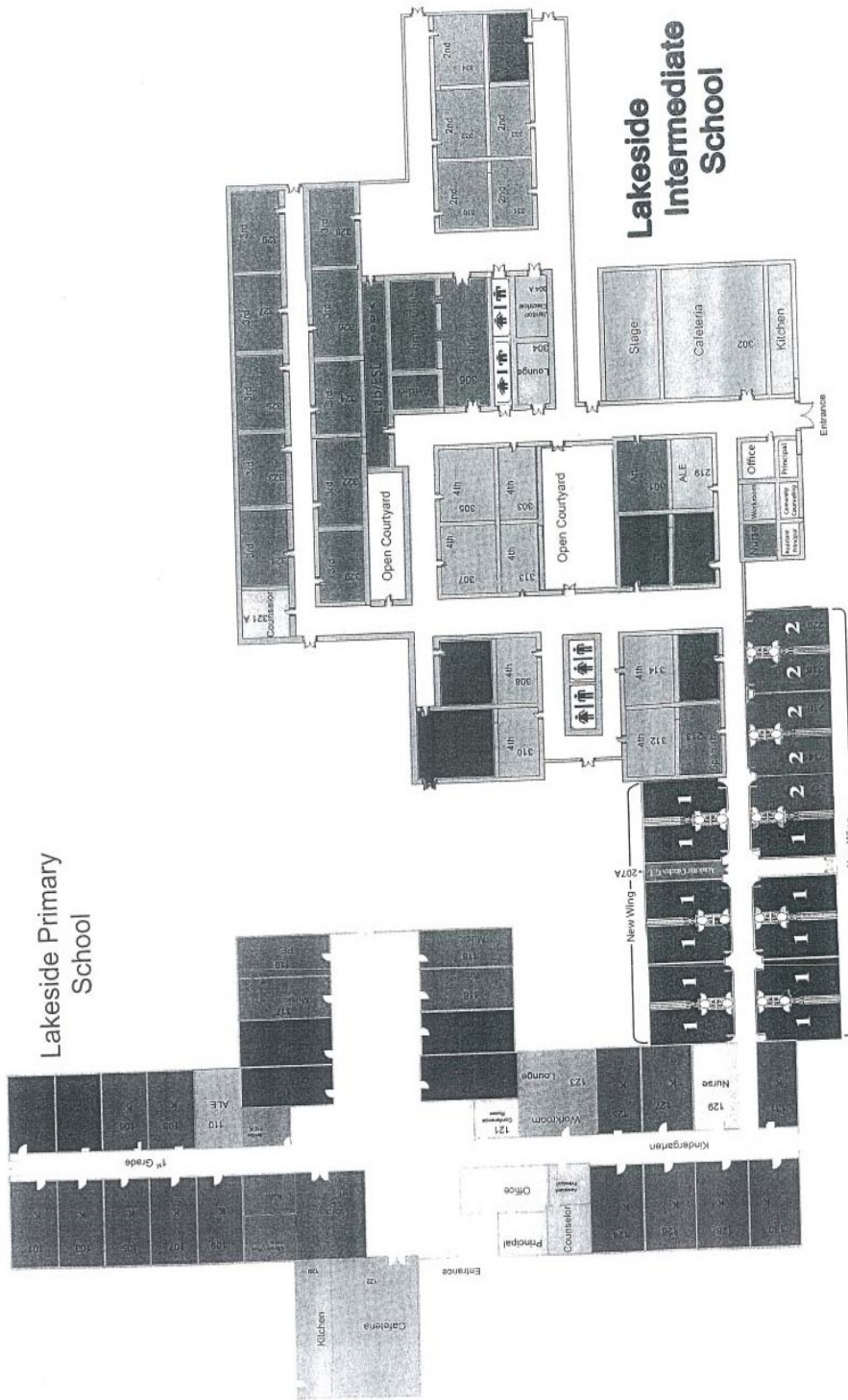
Home school students attending Lakeside School District must follow all Lakeside student handbook rules with the exception of statutes defined in Arkansas Law.

Parent Signature _____

Student Signature _____

Date _____

Lakeside Primary School



Lakeside Intermediate School

